

Attachment #6

Information and Materials, Equipment, Office Space and Property

- 1 Government Furnished Administrative Office Space** – DFAS will provide, at no cost to the contractor, approximately 16,000 gross square feet of administrative space in the Executive Development Management Training Center, Southbridge MA for up to 112 contract employees. This center shall serve as the hub from which all efforts outlined in this proposal are initiated, contract employees will be required to use the space provided. DFAS will pay the utility cost, to include local and long distance phone service. DFAS may monitor the use of the long distance service. Excess use will be billed to the contractor.
 - 1.1 Subject Matter Expertise.** Unless otherwise specifically contracted, DFAS will provide required content needed through appropriate documents, demonstrations, or Subject Matter Experts (SME), for the creation, modification and evaluation of contracted deliverables. The specific contribution by SMEs will be defined in each delivery order.
 - 1.2 Written Feedback.** DFAS will provide written feedback on deliverables submitted for review, whenever revisions are to be made. Timeframes for the feedback shall be specified within the delivery orders.
 - 1.3 Duplication.** DFAS will be responsible for duplication of course materials, unless otherwise indicated within the delivery orders.
- 2 Government Furnished Training and Education Space** – DFAS will provide access to traditional training classrooms for delivery of courses. The classrooms will contain appropriate audiovisual equipment, computer access, overhead projection, central control podium, and observation capability. Access to an on-site distance learning center may be provided for satellite uplink and downlink course delivery. An auditorium will be available for use as required. Coordination for access to the facility will be between the contractor and on-site DFAS Training Center Director.
- 3 Government Furnished Property.** DFAS will provide office furniture and equipment for contractor use consistent with the type provided to government employees: systems furniture, desks, chairs, tables, filing cabinets, etc. The contractor will use the furniture and equipment provided. Communications systems (DFAS area network (LAN)), phones, fax, copiers shall be provided within the office and administrative areas at no cost to the contractor. Software and copying equipment for the sole purpose of performing the work outlined in the Delivery Orders performed at government facilities will be provided by DFAS.
- 4 Contractor Furnished Property.** The contractor shall provide their own ADP equipment, to include personal computers and associated hardware and software to be used by their employees. The contractor will also be responsible for installation, maintenance and recurring cost for any network communications between contractor personnel located at Southbridge and other contractor locations. All computer hardware, software, and telecommunications systems must be compatible with government systems.
- 5 Approval of the Contracting Officer** shall be secured prior to the procurement of additional office equipment and services. The government reserves the right to provide any or all such items identified in all elements above